Single-Family Building Permit Checklist
for
New Construction – Additions, Remodels, Accessory Structures

4/26/2010

NOTE: The following information has been prepared to assist you in having a positive experience as you work through the City of Bellevue's building permit process. Before you begin to design your project, look over the "General Requirements" to determine if they apply to your site. As you prepare your plans for submittal, complete the checklist beginning on page 3 to ensure your application is complete before presenting it to the city for review. You are responsible for verifying and accurately depicting all listed information. In some circumstances, the city may require additional information as needed.

If you have questions regarding these requirements, visit or contact the Permit Center (425-452-4898) between 8 a.m. and 4 p.m. Monday through Friday (Wednesday, 10 a.m. to 4 p.m.). Or contact the Land Use Desk at 425-452-4188 or landusereview@bellevuewa.gov or the Building Desk at 425-452-4121 or buildingreview@bellevuewa.gov.

General Requirements

Before you prepare a site plan for your project, please review the following requirements to determine if they are applicable to your site.

1. Surveys

Boundary survey, including existing structures: A boundary survey--including the footprint of existing structures, along with the minimum dimensions of these structures from the property boundaries--is required when:

- Construction is within 2 feet of any required setback; and/or
- Construction is along an existing legal non-conforming setback.

Boundary and Topographic survey: A boundary and topographic survey is required for sites that contain Protected Areas. Protected Areas include slopes 40 percent and above in grade, including a 50-foot primary setback from the top of slope; wetlands, including the required primary setback; streams, including the required primary setback; floodplains; and coal mine areas.

Title-verified survey: Title-verified surveys will be required by the city on a case-by-case basis, depending upon the location and features of your site. This is the most comprehensive type of survey. It is highly recommended that a title-verified survey be performed prior to any project. Often there are easements and dedications identified on the title report for your property that may impact the location of your development. A copy of a title report prepared within the last 30 days must accompany the survey.

Structure height survey: A structure height survey is required when a proposed structure height is within 2 feet of the maximum allowed height of the underlying zoning and/or shoreline district. This survey will be required prior to the final building inspection of the structure.

2. Plat Restrictions

Does the plat or short plat in which your property is located contain any restrictions for development on your site? This information is available from the King County Records web site at www.metrokc.gov/recelec/records/, on your title report, or from the planner at the Land Use desk in the Permit Center.

3. Easements

You can get easement information from a number of sources. The most inclusive source is the title report that you received when you purchased your property. If you have misplaced your title report, you can get a new one through a private title insurance company. Additionally, access, utility, and Protected Area easements are often included on newer plat maps. Staff at the Utilities Help Desk in the Permit Center can assist you with locating public utility easements on your property.

4. Protected Areas

Does your site contain any Protected Areas that restrict development? Protected Areas include steep slopes, wetlands, streams, floodplains, landslide hazard areas, and coal mine areas. Many times there are setbacks from the Protected Areas that restrict development as well, so please be sure to familiarize yourself with all Land Use Code (LUC) requirements for Protected Areas prior to submitting for a building permit.

Geotechnical Report	A geotechnical report is required when any work is proposed within a Protected Area (see LUC 20.25H for regulations). If there are unstable soil conditions or plat requirements, a geotechnical report will be required even if work is not proposed within a Protected Area. Please refer to submittal requirement sheet #25 for information on what needs to be included in a geotechnical report.
Wetland Delineation Report	A Wetland Delineation Report is required for lots containing wetlands or abutting a site with wetlands. Delineation must be completed prior to application for a building permit. To have a delineation performed on your property, please fill out a Land Use Services application, including an Environmental Services request form.
Stream Typing Report	A Stream Typing Report is required for sites containing streams or abutting other sites containing streams not previously typed and documented in the city's Sensitive Areas Notebook. A stream typing assessment must be completed prior to application for a building permit. To have a stream typing assessment performed on your property, please fill out a Land Use Services application, including an Environmental Services request form.
Floodplain Elevation	If your property contains a riparian corridor or is located on a lake, there may be an associated floodplain on your property. The floodplain elevation can be found by consulting the FIRM maps and Flood Profiles prepared by FEMA. This information can be accessed by visiting the Land Use Desk in the Permit Center. A licensed surveyor will need to locate the appropriate floodplain elevation on your property. See survey requirements under item #1.

5. Ordinary High Water Mark (OHWM)

OHWM is required on all sites containing or abutting lakes and/or streams. The OHWM is the mark that will be found by examining the bed and banks and ascertaining where the presence and action of waters are so common that a distinct change in vegetation occurs. A 25-foot building setback is required from the OHWM location.

6. Utilities

Determine the location of the existing sewer, water and storm drainage utilities serving the site. Also, identify any utilities easements that cross your property, even if the utilities do not directly service your

home. Show any new utility connection points necessary to service the structure. To verify the location of existing services, visit the Utilities Desk in the Permit Center, call 425-452-4187, or request field locates through the locate service at 1-800-424-5555.

7. Construction Stormwater Pollution Prevention Plan (CSWPPP)

All new development and redevelopment projects are responsible for preventing erosion and discharge of sediment and other pollutants into receiving waters. A Construction Stormwater Pollution Prevention Plan (CSWPPP) must be submitted for all projects that require a clearing and grading permit. The CSWPPP must include a narrative and drawings that show areas that are to be cleared and graded, areas of potential erosion problems, on –site or adjacent surface waters, critical areas, and the locations of Best Management Practices (BMP) and other required CSWPPP elements, among other things.

For projects that involve clearing less than 7,000 square feet and grading less than 100 cubic yards, the CSWPPP may consist of a completed "CSWPPP Short Form for Small Construction Projects" and a site plan that includes Erosion and Sediment Control (ESC). A blank CSWPPP Short Form is included in the Clearing and Grading Development Standards, or can be obtained from the Permit Center or on-line.

Building Permit Submittal Checklist
Site Plan
Plan Sheet 1

As you prepare your site plan, please go through the following checklist and make sure all required items are included on the site plan.

☐ **Paper size** – Minimum paper size is18" x 24" (do not include architectural or structural information on the site plan sheet)

☐ **Scale** – 1:10 or 1:20 (engineering scale only)

☐ **Title block** – Include name of preparer, project address, and contact number.

☐ **North arrow**

☐ **Property lines** – Show and dimension all property boundaries.

☐ **Streets** – Label the road surface(s) and show other features of the right of way (including drainage ditches, rockeries, bridges, culverts, curbs, and edge of pavement). To obtain street widths in your neighborhood, call Transportation at 425-452-4617 or -2888.

☐ **Structure(s) footprint** – Show and label, the location, size and use of all *existing* and *proposed* structures, including: decks, exterior stairs, patios, and rockeries that are more than 30 inches in height.

☐ **Setbacks** – Show and label the front, side, and rear distances from the property lines to structures and private street access easements.

☐ **Easements** – Show, label, and dimension all public and private easements on the property and access easements on adjacent property.

☐ **Mechanical Equipment** – Identify the location of all mechanical equipment at scale, outside of building envelope.

☐ **Utilities** – Show and label all existing and proposed utilities serving the home or passing through your property.

☐ **Retaining walls and rockeries** – Show top and bottom elevations at both ends, at 10-foot intervals, or where a 2-foot change in height occurs along a retaining wall or rockery.

☐ **Driveway slope** – Identify the slope of the driveway. **Note**: The maximum allowed slope for new construction is 15% – 10% for 20' after driveway approach, 15% thereafter. (See Trans. Design Manual, Part 1, Section 5, (L).

☐ **Lot coverage calculations** – Show lot coverage calculation, including all structures over 30 inches in height on the lot; provide both existing structure footprint square footage & proposed structure square footage.

For sites with Protected Areas**:** To calculate lot coverage, provide the total lot area; then subtract any Protected Area(s) along with the primary setback(s).

*Example for property **without** Protected Areas*	*Example for property **with** Protected Area*
Lot Area = 10,000 sq ft Existing Footprint Area = 2,500 sq ft Proposed Addition = 500 sq ft New Footprint = 3,000 sq ft 3,000 / 10,000 = 30% (structure coverage)	Lot Area = 20,000 sq ft Protected Slope Area = 1,000 sq ft Primary Slope Setback Area = 500 sq ft Revised Lot Area = 18,500 sq ft Existing Footprint Area = 2,500 sq ft Proposed Addition = 500 sq ft New Footprint = 3,000 sq ft 3,000 / 18,500 = 16.2% (structure coverage)

☐ **Building height calculations** – Show finished elevations around the foundation at evenly spaced at intervals no greater than 10 feet apart. Provide this height information in a table on the site plan. Identify the actual height of the proposed structure on both the site plan and elevation sheet. (Refer to Handout L-9, Building Height – General.)

Note: For construction projects within the Shoreline Overlay District, provide a height calculations table for both existing grade and proposed grade. Compliance is required from the most restrictive. (Refer to Handouts - Shoreline Overlay District, and L-11, Building Height in SMA)

☐ **Trees** – Identify all trees to be removed as a result of the project. Include size and species of each tree.

☐ **Impervious surfaces** – Show walkways, parking areas, path surfaces, driveways, sport courts, etc. Identify each one as *existing* or *proposed*. For all *existing* and *proposed*, include square footage.

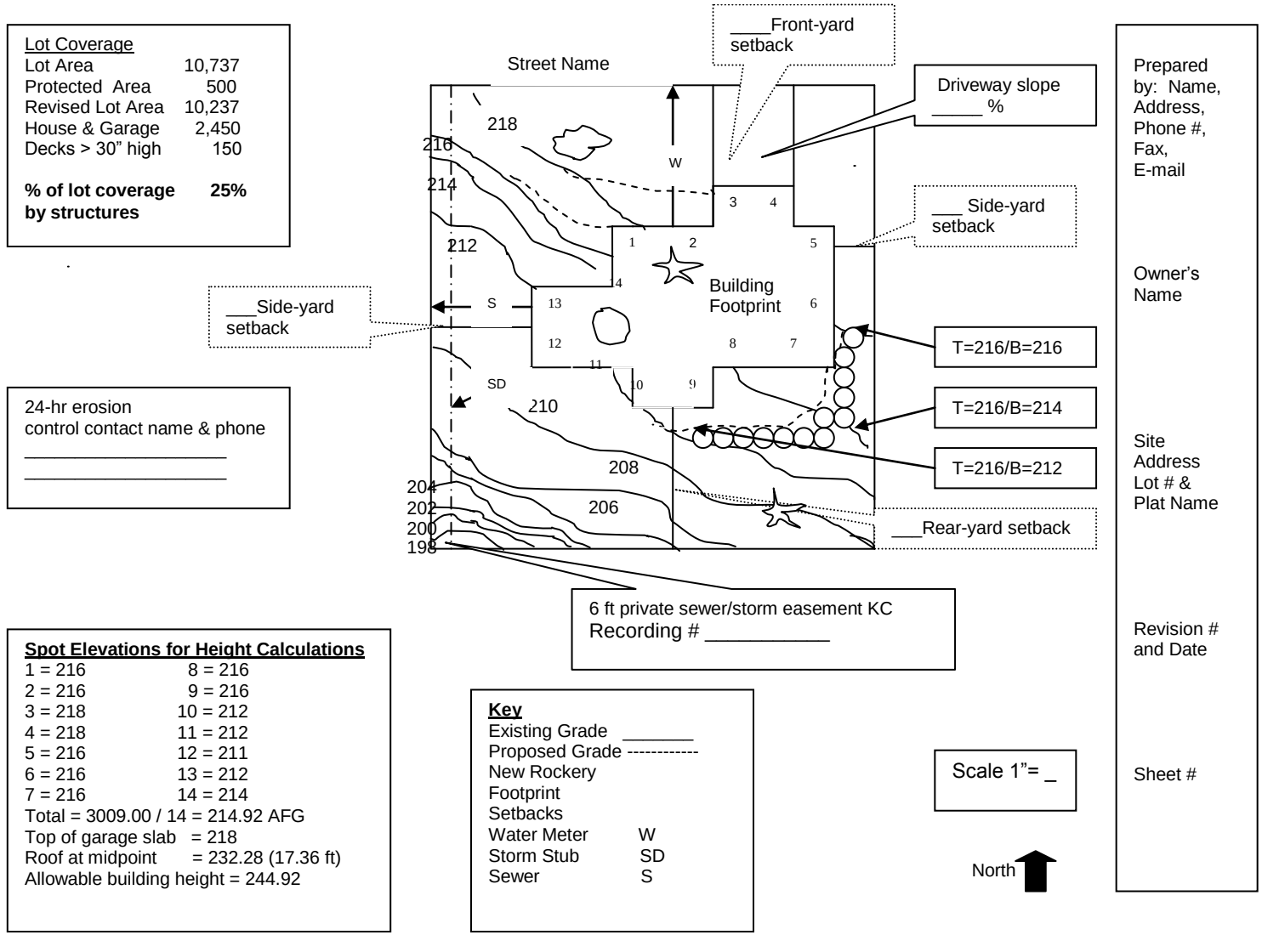
☐ **Protected Areas** – Identify, dimension including area and label all protected areas on the site, including the appropriate primary and structure setbacks.

For projects that include a clearing & grading disturbance of 1,000 square feet or 50 or more cubic yards of grading, include the following elements on your site plan:

☐ **Contour elevations** – Show both the existing and proposed contour lines (using different line types at 2-foot intervals (the city datum is NAVD 88).

☐ **Erosion and Sediment Control BMPs (Best Management Practices)** – Indicate the locations of erosion and sediment control BMPs that are proposed in the CSWPPP (Construction Stormwater Pollution Plan).

SITE PLAN REQUIREMENTS



Architectural Plan

Plan Sheet 2

As appropriate for your project

Questions regarding these requirements should be directed to the Building Desk in the Permit Center at 425-452-4121.

Floor Plan

☐ Give the square footage for each floor (or area to be added), including decks and garages.

☐ Floor layout: Show the arrangement of walls. Note the proposed use and the dimensions of all areas.

☐ Windows and doors: Show the location and dimensions of new, removed, or replaced windows, doors, and skylights. Indicate the opening direction and size.

☐ Fixture location: Show the location of fans, vents, smoke detectors, bathroom fixtures, mechanical equipment, etc.

☐ When structural changes are made, the building plans examiner may require that plans be stamped by a licensed Washington State architect or engineer.

☐ Provide the information requested on the Energy Code Data Sheet.

☐ Provide exterior door size, direction of swing, and U-value.

☐ Provide window schedule, including location, size opening direction and size, and U-value.

Building Elevations and Improvements

☐ Provide full elevation drawings for each side of the structure. Provide finished floor level for each floor. Show maximum site slope. Refer to Handout L-9, Calculating Building Height.

☐ Total height: Indicate total height based on average finished grade for upland sites. Waterfront sites must show both methods (from existing grade and from finished grade) of calculating height.

☐ Roof: Show roof overhang and chimney clearances from the roof. Indicate the pitch of the roof or minimum slope to drain. Indicate roof-covering materials.

☐ Projections: Show eave overhangs, exterior balconies, decks, and similar architectural features extending beyond the floor area.

☐ Decks: Indicate height of guards and spacing of intermediate railing.

☐ Siding: Show exterior siding material.

☐ Openings: Show doors, windows, skylights, or other types of openable vents.

☐ Foundation: Show foundations and footings for the structure below grade.

☐ Show average existing grade elevations.

☐ Show average finished grade elevations, when applicable.

Cross Sections and Details

☐ Show a typical wall section with all materials labeled. Indicate size, spacing, and structural grading of all members. Include all dimensions. Show insulation, sheathing, connections, siding, weather resistive and vapor barriers, interior wall coverings, etc.

☐ Show a typical roof section with all materials labeled. Indicate size, spacing, and grading of all members. Include all dimensions, venting, insulation, connections, sheathing, type of roofing, and slope of roof. Show scupper, overflow, and downspout locations and details.

☐ Show a section of the fireplace, including hearth and hearth extension. Include dimensions, materials clearance from combustibles, height above roof, reinforcing, seismic anchorage, and foundation details.

☐ Show all connection details, including post-beam, post-footing, wall-footing, wall ceiling, wall-roof, collar ties, strong backs, etc.

☐ Show a section of the stairs. Include rise, run, handrail height and grasp dimensions: distance between any intermediate rails; fire blocking; minimum headroom; and landing size. Also specify a minimum one-hour fire protection for usable space under the stairs.

Required Structural Elements

Plan Sheet 3

As appropriate for your project

Questions regarding these requirements should be directed to the Building Desk in the Permit Center at 425- 452-4121.

Foundation Plan

☐ Foundation Wall: Show foundation plan, shape, and all dimensions; include maximum wall height(s) and all connections. Provide typical foundation sections at various points around the foundation system. Provide a connection between the existing and the proposed foundation.

☐ Posts and footings: show the location and size of beams, posts, interior footings, and connections.

☐ Crawl spaces: If the crawl space is included, show the location and size of all vents and the access size and location.

☐ Foundation and floor section: Show a typical foundation and floor section with all materials labeled. Indicate size and spacing of all members and all dimensions. Include wall and footing dimensions, reinforcing bar size/spacing/clearance, footing depth below grade, clearance between grade and sill plate, maximum wall height, connections, anchor bolt size and spacing, connection between floor diaphragm and foundation, slab thickness, slab or floor insulation, and drainage for foundation retaining wall.

☐ Other spaces: Show and label space within foundation (e.g. basement, garage, recreation room).

☐ Retaining walls: Retaining structures higher than 5 feet require engineered design with calculations.

Framing Plans

☐ Roof, floor, and deck joists: Show joist and rafter sizes, spacing, direction, supports, connections, blocking, etc.

☐ Bracing and bearing walls: Identify the lateral support and show the location and details of the walls and/or post-beam support and connection to the foundation.

☐ Show all header sizes for doors, windows, and other openings.

☐ Show connections for all framing elements in structural details.

Structural Notes

☐ Specify all design load values, including dead, live, snow, wind. Lateral retaining wall pressures, and soil bearing values.

☐ Specify grading and species of all framing lumber, including sheathing.

☐ Specify GLU-LAM beam stress grade and combination symbols.

☐ Specify maximum design concrete strength, concrete sack mix, and reinforcing bar grade.

☐ Specify metal connectors, including joist hangers, clips, post caps, post bases, etc.

☐ Engineered Foundation: Stamped engineered plans with calculations are required for non-conventional foundation systems and/or sites with special soil conditions.

☐ Mobile structures: Show a layout and detailing of the anchoring or bracing system, showing cables, rods, tie-downs, or dead men. Provide approval/testing information per industry standards.